

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, March 10, 2015**

- 1) **ROLL CALL** - The Closed Session convened at 6:30 p.m. Present at roll call: President Chris Mickelsen, Vice President Arnie Glassberg, and Directors Ken Coverdell, Glenn Reynolds and Steve Flint.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
  - A. **Public Employee Performance Evaluation**  
(Cal. Govt. Code §54957): Title: General Manager
- 4) **RECONVENE TO OPEN SESSION**

The Closed Session concluded at 6:59 p.m., and the Board reconvened to open session, at which time it was reported by President Mickelsen that no action was taken during the closed session.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 7:00 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Chris Mickelsen, President  
Board of Directors

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**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, March 10, 2015**

- 1) **ROLL CALL:** President Chris Mickelsen called the meeting to order at 7:03 p.m. Present at roll call: Vice-President Arnie Glassberg and Directors Steve Flint, Ken Coverdell and Glenn Reynolds.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Mary Rogren, Assistant General Manager; Joe Guistino, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resources Analyst; and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

Chad Hooker - 423 San Benito Street - Stated that he had concerns with the condition near the end of San Benito Street and requested that CCWD coordinate any repair work on the main water line at this location with the City of Half Moon Bay's street paving schedule in order to avoid any new pavement from being torn up with the eventual water line repairs.

- 4) **SPECIAL ORDER OF BUSINESS**

**Introduction of Mary Rogren, New District Assistant General Manager**

Mr. Dickson introduced Mary Rogren as the District's new Assistant General Manager, and provided a brief background of her career and experience. Director Glassberg shared that he had been on the interview committee to fill this position and had been very impressed with Ms. Rogren and was very pleased that she had accepted the position. The remaining Directors all welcomed Ms. Rogren and the Board and Staff enjoyed refreshments during a brief recess. The meeting was reconvened at 7:25 p.m.

5) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending February 28, 2015:  
Claims: \$462,220.89; Payroll: \$75,128.63 for a total of \$537,349.52  
➤ *February 2015 Monthly Financial Claims reviewed by President Mickelsen*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 10, 2015 Board of Directors Meeting
- D. Approval of Minutes of February 11, 2015 Special Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – February 2015
- H. February 2015 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for January 2015
- K. Expense Reimbursement Approval for Director Reynolds’ Attendance at Water Education Foundation Executive Briefing, March 25, 2015

President Mickelsen reported that he had reviewed the monthly financial claims and found all to be in order. Mr. Dickson advised that Director Coverdell’s requested changes in the monthly water production report had now been incorporated in the report by Mr. Guistino.

**ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:**

<b>President Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Vice-President Glassberg</b>	<b>Aye</b>
<b>Director Reynolds</b>	<b>Aye</b>

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Reynolds commented that he is scheduled to attend the Water Education Foundation Executive Briefing in Sacramento on March 25, 2015 and would be sharing the information he learns at the conference at the April Board meeting.

7) **GENERAL BUSINESS**

**A. Amended Fiscal Year 2015-2016 Budget Process Timeline**

Mr. Dickson reported that the Facilities Committee had met on February 27, 2015 and the Finance Committee had met on March 3, 2015 to begin discussions regarding the Fiscal Year 2015-2016 budget. He advised that the Finance Committee had suggested that a budget workshop be held and informed the Board that it has been scheduled for March 31, 2015 at 3:00 p.m. and that the meeting will be filmed and made available on the District's website. He then reviewed the updated budget process timeline.

**B. Draft Fiscal Year 2015-2016 Budget and Draft Fiscal Year 2015/2016 to 2024/2025 Capital Improvement Program**

Mr. Dickson distributed some handouts related to the budget and reviewed the additional materials with the Board. He summarized some of the key budget assumptions and outlined details of the Operations and Maintenance Budget, which had recently been organized and categorized by Ms. Rogren. Mr. Dickson also spent some time reviewing year over year budget comparisons with regard to the total operating expenses and capital accounts from 2011/2012 through 2015/2016. Additionally he introduced key trends and budget impacts of SFPUC water sales and reviewed trends of the wholesale revenue requirements and actual historic, as well as projected increases.

Director Coverdell directed the Board's attention to another chart in the packet showing the 9-County Bay Area Lowest Per Capital Consumption January 2015 (gpcd), noting that Coastside County Water District has the lowest consumption of all of the agencies shown in the table and praising the conservation efforts of the District's customers.

**8) GENERAL MANAGER'S REPORT -INCLUDING MONTHLY INFORMATIONAL REPORTS**

- 1. SFPUC Water Supply Status -** Mr. Dickson shared some materials from a recent SFPUC meeting indicating reservoir storage levels as of March 1, 2015, historic water available to San Francisco from water year 1982 to 2014, and Tuolumne River Water available to San Francisco.
- 2. Administration Building Remodel -** Mr. Dickson pointed out that staff had moved back into the remodeled offices on February 12<sup>th</sup> and that the temporary office trailers will be removed on March 12, 2015.

A. **Operations Report** - Mr. Guistino provided a brief update on the routine maintenance at the Denniston Water Treatment Plant and on the Hazen's Tank Replacement Project. He also advised of recent contact with the California Water Resources Control Board regarding the Denniston well fields and the Denniston/San Vicente Water Supply Project.

B. **Water Resources Report**

Ms. Brennan reviewed data from the third snow survey completed on March 3, 2015, as well as recent local precipitation. She also provided an article on the progress of the San Francisco Water System Improvement Project (WSIP). Additionally Ms. Brennan informed the Board that on March 17, 2015 the State Water Resources Control Board will consider revisions to the Emergency Drought Regulations. She reviewed some of the proposed changes.

9) **DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requests for future Board meeting agenda items. Director Coverdell complimented Mr. Guistino on his public relations skills and the successful relationships he has established for the District with some key agencies.

10) **ADJOURNMENT** - The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Chris Mickelsen, President  
Board of Directors